



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents

FROM: Pat Mapes, Director, Educator Licensing and Development

DATE: May 18, 2009

SUBJECT: Educator License Verification and Lookup

It has come to my attention that some school corporations may not be aware of the Educator License Lookup feature on our website and specifically that this tool can be used to verify individual license numbers and license information in lieu of requesting a paper copy. The link to the look up tool is: <http://dc.doe.in.gov/public/EducatorLookup/TILanding.aspx> or you may access the link by going to www.doe.in.gov/dps and selecting Indiana Educator License Lookup under “Areas to Explore.”

The Indiana Department of Education, Office of Educator Licensing and Development answers thousands of telephone calls and e-mail inquiries regarding licensure status checks and provides hundreds of licensure verifications for both individuals and school corporations monthly. In an effort to assist you more expeditiously, I would like to introduce you or reintroduce you to the Educator License Lookup tool which is now updated nightly to capture licensure records generated the prior business day.

When you need licensing information, I encourage you to make the Indiana Educator License Lookup tool your first stop. Should you have difficulty finding what you need, or if you believe there are discrepancies in the information displayed, please feel free to call our customer service support specialists at 317-232-9010, 1-866-542-3672, or send an e-mail message to licensinghelp@doe.in.gov. As always feel free to contact me directly with any comments or suggestions. Thank you.